

DRAFT/JFB/ms - 3 January 1974

MEMORANDUM FOR: Director of Central Intelligence  
VIA : Secretary, CIA Management Committee  
FROM : Deputy Director for Management and Services  
SUBJECT : Directorate of Administration

1. Action Requested: It is recommended that the Director of Central Intelligence, contingent upon advice from the Management Committee, approve renaming the current Directorate of Management and Services to the Directorate of Administration.

2. Basic Data or Background:

The one common responsibility assigned to all Agency components is the management of responsibilities assigned to them. The component heads receive their managerial policy and instructions from the Director of Central Intelligence who, in turn, is supported in this matter by several special staff units. Management, therefore, is a function of command and is not the specific responsibility or prerogative of any unit of organization.

It is possible to define in very simplistic terms the responsibilities of the four Directorates. The most generic statement would be:

a. The Directorate of Intelligence analyzes reports and produces a finished intelligence product.

b. The Directorate of Operations conducts clandestine espionage and covert action programs.

c. The Directorate of Science and Technology conducts research and development, technical collection programs, and, where appropriate, does analysis and production of intelligence emanating in technical collection programs.

d. The Directorate of Management and Services conducts a heterogeneous grouping of administrative programs and services on an Agency-wide/world-wide basis.

3. Staff Position: The position contained in this paper is based on realization that management is a responsibility associated with command and, further, that the basic responsibility of this Directorate is to administer Agency-wide programs.

4. Recommendation: It is recommended that the Director of Central Intelligence, based on favorable consideration by the Management Committee, approve renaming the Directorate of Management and Services to the Directorate of Administration.

HAROLD L. BROWMAN  
Deputy Director  
for  
Management and Services

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_